



# PIM MEETING

4<sup>th</sup> September 2018

## Minutes

### **School webpage and after school curriculum**

The new website was due to be relaunched today but due to complications this has been delayed to tomorrow/ Friday due to minor complications. This is the first roll-out, with further portals to be added giving staff, students and parent's various additional privileges coming soon.

### **Middle Years Curriculum (IMYC)**

This curriculum has been shortened to grades 6 and 7 so that there is longer to teach IGCSE from grade 8. This allows more time to teach an extended IGCSE in a more engaging way and more time to identify and address any difficulties.

### **Introducing tracking sheets**

As a guide for teachers and parents in the upper school there a new 'tracking sheet' system is beginning to be implemented. This breaks subjects down into modules, which student self-assess their confidence in. Once this area of the website is up and running at a later date, these will be available online. This way teachers can see what individual students and classes need more work on, and parents at home have a visual guide to progress and problem areas.

### **Revision session for IGCSE students in grade 10**

A revision methods day is planned for grade 10 students, parts of which will be repeated for grade 10 parents in the evening so that revision techniques are learnt and embedded at home. Grade 10 will also do Walking and Talking Mock Exams, a verbal /talked through how to answer full questions all the way through an actual past exam, during the set time and in the exam hall.

### **Updating school policy through staff-led research**

A number of staff-led research groups have been set up to actively input into new school policy, for example an Active Learning group will be looking at metacognition and how students learn, an E-learning group looking at how ISB uses moodle and other online learning tools inside and outside of school.

### **Bring your own device policy**

There is now a clear policy for teachers to use and implement in classrooms so there are set times when mobile phones (and other devices) can be used for class research. Zones where devices can be used are also now clearly labelled in ISB foyers and corridors, and students are aware of these rules.

### **Parent concern procedure**

On the new website there will be a new parent concern policy. Mr Perfect is very keen to promote an open door policy for any issues, but please do aim to stick to the concern procedure and allow the right person to respond to it in a timely manner: The first stop is the teacher, for a student concern. If you don't feel comfortable, this should go to the head of School, Mrs Gienke (EL), Mrs Bergman (Elementary) and Mr Walton (Secondary).

48 hours is considered to be a reasonable reply-time, but this will not be written in school policy because there may be instances when this is not possible for the staff member (e.g. when s/he is away on training, trips or ill). If no response has come within this time, please contact the staff member at the next level.

The Parent Class Representative is there to support and represent parents on class-wide difficulties, and parents are welcome to express their concerns as a group to their teacher, head teacher or the director, the PCR can then bring these concerns to the Director.

### **Hot Lunch Programme**

Many thanks to the hot lunch research team, who spent a lot of time researching this with parents, students and staff. This has been a springboard to engaging a lunch consultant (Mr Thun), who will be implementing a new system sometime in the new calendar year. However, before anything is implemented Mr Thun's ideas be brought to an open forum for parents to comment and amend the new model so that we can get it right. However, we can already say that the model will most likely include some kind of hot lunch for early years' children and a healthy snack kiosk which would be accessible for students and at a good price for parents.

### **Student mental health, counselling and finding the appropriate counselling and support services**

The team which led the School Lunch Programme research will now lead on a new project to support solutions for student mental health and wellbeing. The results of this should be here in January, with some kind of solution available around Easter or towards the end of this school year.

**Action point: Join the new research group! Details coming to Parent Bulletin soon.**

### **School playground**

In the future school will be exploring a partnership with the University of Bremen and the International Baccalaureate Programme to establish a boarding school on the land behind the playground, but the area between is still considered the playground area and needs re-thinking. The PTA and the school will work together to think how this might look.

**Action point: Join the new playground research and sponsorship group! Details to follow.**

### **School trips**

Mr Perfect is looking at staffing and who goes on trips, and costing for each year group. Permission for trips is given when it meets the needs of the curriculum and in terms of parent expense. This will be a whole school approach to decide when in a student's learning a trip to – for example – the Klimahaus will fit best, and how parents can best budget for this.

### **German as non-native and staff flux in the language department**

The school is the process of mapping the curriculum across all 12 years so that an individual student begins working on the skills they will need right at the beginning of their schooling. This has been done for IGCSE and is now being mapped down into the student curriculum in the grades below. A

formal letter will go out to parent as soon as it is possible for Mr Perfect to confirm, but new staff planning particularly in the language department is a priority and there is a clear pathway for improving the progress - particularly the German classes - by August next year.

### **School timetable**

In August 2019 the timetable will be amended to have a 20-minute morning break and 50-minute lunch break. Mr Perfect is looking into intermediate solutions but there are restrictions on the current timetable which make this difficult.

### **ISB House System**

New parents have asked for a sheet explaining the house system. This will be prepared for the next school bulletin and go on the website.

### **ISB Celebrates 20 years!**

It is ISB's 20<sup>th</sup> anniversary, thanks to the predecessors of Directors, staff, parents and students who have got us here, from the three students we started with in 1998. There will be events taking place throughout the year to celebrate this!

### **Please come help us with PTA winter events**

Monday 10<sup>th</sup> September at 2pm in the school canteen will be a first meeting for helpers and volunteers! These events only break even because parents and staff generously volunteer time and money.

**Action point: Come along Monday 10<sup>th</sup> at 14.00, ISB canteen 😊**

### **PTA School community events. Save the dates!**

- Winter party (for EL1 to Grade 5 children, parents, families and staff): **Friday 30.11.2018 at 12.30**. The Grinch at Cinespace (more details to follow)
- Winter dinner and dance (for students from Grade 6 upwards, parents and staff from the whole school and school staff): **24.11.2018 at 19.00** at The Atlantic Hotel (more details to follow).